



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
BUILDING 2102, NAVAL STATION
EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 1040.2

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NAVRESREDCOM REGION TWENTY-TWO INSTRUCTION 1040.2

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB)

Ref: (a) Retention Team Manual (NAVPERS 15878H)
(b) Career Information Program Management (NAVEDTRA 10238-A)
(c) OPNAVINST 1160.5C
(d) OPNAVINST 1160.7B
(e) BUPERSINST 1430.16D
(f) Military Personnel Manual (NAVPERS 15560C)
(g) BUPERSINST 1001.39A
(h) Enlisted Transfer Manual (NAVPERS 15909E)
(i) COMNAVRESFORINST 1001.5A

1. Purpose. To provide procedures, responsibilities, and format for a standardized Professional Development Board (PDB) within REDCOM Twenty-two following the outline given in references (a) and (b). The PDB shall provide administrative review and counseling to all enlisted personnel to ensure that those members are provided the opportunity to achieve the greatest position of responsibility possible given their potential, desire, and the needs of the Navy.

2. Cancellation. NAVRESREDCOMREG22INST 5357.1

3. Discussion. All Navy personnel must constantly enhance their professional and technical skills to be competitive for promotion and to qualify for retention. The PDB provides a positive and knowledgeable environment for the exploration of new career avenues while concurrently providing yet another means for Chief Petty Officers to make meaningful contributions to the welfare of the command.

4. Background. Historically, the Navy is a highly competitive environment. This is especially true in personnel programs which include a selection process such as promotion boards, commissioning and special assignments. A powerful means to ensure deserving personnel are selected for these programs is to groom them with long-range career advice and training. The PDB provides the best source for this advice: it is a neutral board of senior enlisted whose sole purpose is to guide the next generation of sailors to productive and challenging careers. While a PDB is very helpful in career development, it should be

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noted that the key element for success is not some external support system such as the PDB, but rather each individual sailor's internal desire and sense of responsibility for their own career growth.

5. Responsibilities

a. Echelon V Commanding Officers and Echelon IV Chief Staff Officer. Ensure the PDB is fully effective and provides each sailor with the best possible guidance. Accomplish this by:

(1) Monitoring the PDB's activities, endorsing its reports and amplifying any proposed actions as deemed appropriate.

(2) Ensure active participation by leading Chief Petty Officers by reinforcing the command importance of the PDB.

b. Echelon VI Commanding Officers, Echelon V Leading Chief Petty Officers and Echelon IV Department Heads. Provide all enlisted personnel the opportunity to appear before the PDB when requested or when the need arises.

c. Leading Chief Petty Officers (all echelons)

(1) Ensure all personnel requesting appearance or whose circumstances require attention are brought before the Board.

(2) Accompany their assigned personnel to all PDB appearances.

(3) Actively support the goals of the PDB by participating as a board member as often as possible.

d. Administrative Office/Pass Liaison Representative. Provide requested personnel service records and any information required for review by the PDB.

e. Educational Services Officer (ESO). Participate as a non-voting, technical advisor to the PDB. Ensure all pertinent promotion criteria and statistics are available to the board. If the ESO is a Chief Petty Officer, the Chairperson may authorize voting rights.

f. Command Master Chief (CM/C) or equivalent

(1) Act as the Chairperson for the PDB. The Chairperson will not vote except in the case of a tie.

(2) Ensure the required membership is present for each board meeting and encourage maximum participation from the Chief Petty Officers.

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(3) Submit memoranda of board recommendations to the Echelon V Commanding Officer/Echelon IV Chief Staff Officer (as appropriate) for final action approval.

g. Echelon V Collateral Duty Command Career Counselor and Echelon IV Regional Career Counselor.

(1) Inform all newly reporting personnel of the PDB process during Indoctrination.

(2) Schedule all appearances before the PDB, utilizing a tickler system to ensure all personnel are reviewed.

(3) Participate as a non-voting, technical advisor to the PDB (exception: if the Counselor is also a Chief Petty Officer then the Counselor may be a voting member of the board).

(4) Ensure all PDB recommendations which require the approval of higher authority are submitted at the earliest possible date following command approval.

(5) Maintain all records and keep minutes for the PDB.

(6) At the discretion of the Chairperson: prepare a screening package for all board members highlighting the pertinent facts about the individuals appearing before the board.

6. Board Composition

a. Chairperson. The Command Master Chief (CM/C) or equivalent. In the absence of the CM/C, the most senior Leading Chief Petty Officer will act as Chairperson.

b. Advisors. These members are non-voting unless they are granted such rights by the Chairperson.

(1) Collateral Duty Command Career Counselor (Echelon V) or Regional Career Counselor (Echelon IV). In the absence of the Counselor, a Drill Weekend Counselor (DWC) may be seated on the board.

(2) Educational Services Officer. In the absence of the ESO, the senior Personnelman will assume the duties.

c. Members. Any Chief Petty Officer (or above) selected by the Chairperson. Use of Leading Chiefs for this duty is preferred. A minimum of two voting members beyond the Chairperson will constitute a quorum.

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7. Responsibilities of the Professional Development Board. The scope of a PDB is limited only by the imagination and resourcefulness of its members. The following is provided as a baseline.

a. The PDB is charged with providing each individual with the best possible guidance and advice regarding the member's future in the Navy. Specific areas of concern are:

- (1) Failure to promote (paygrades E-1 through E-5)
- (2) Failure to select (paygrades E-6 through E-8)
- (3) Poor test performance (paygrades E-3 through E-6)
- (4) High Year Tenure
- (5) Special program applications
- (6) Commissioning program preparation/package submission
- (7) Rate Conversions
- (8) Tracking of the completion of enlistment program requirements
- (9) Active duty transfer/Reserve billet assignment

b. The PDB will meet monthly as a minimum. As maximum participation of Selected Reserve personnel is desired, it is recommended that at least one meeting per quarter be held during the drill weekend.

c. Recommended Board Procedures. Once the service record has been received and given an initial screening by the Career Counselor, the board should proceed in the following manner:

(1) When the individuals who are to be interviewed are ready to go before the board, the Chairperson will select the order in which they are to be presented. Only one interviewee should be taken at a time.

(2) As each interviewee appears before the board, the Chairperson should introduce all members of the PDB and explain the purpose of the interview.

(3) The Chairperson should control the flow of the interview, allowing each member of the board to ask questions of the member.

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(4) The board members should seek to understand the goals and desires of the interviewee as well as any possible causes (either systemic or personal) for failure to achieve those goals.

(5) When the interview has been pursued to the point that a recommendation can be made, the Chairperson will direct the interviewee to leave the room momentarily. The PDB will then confer and agree on a recommendation. Once agreement has been reached, the Chairperson will recall the interviewee and verbally debrief the interviewee on the board's recommendations. A NAVPERS 1070/613 may be used to formally document this recommendation.

(6) The recommendations should appear as part of the minutes to allow for the local approval process.

(7) Any recommendation which requires approval from higher authority should be put in the proper format and submitted up the chain of command for immediate review.

8. Criteria for Appearance Before the PDB. While a command member can request to go before the PDB at any time, members who fall under any of the below categories are required to be reviewed by the PDB:

a. Newly reported, non-designated personnel will be reviewed by the PDB within three months of reporting aboard.

b. Personnel who are having difficulty maintaining or not attaining professional growth as described in references (c), (d) and (e) including:

(1) E-1 personnel not reaching E-2 within nine months of service.

(2) E-2 personnel not reaching E-3 with over nine months of time in rate as an E-2.

(3) E-3 personnel not promoting to E-4 within four years of service, or who fail the rating examination.

(4) E-4 personnel not promoting to E-5 within eight years of service, or who fail the rating examination.

(5) E-5 personnel not reaching E-6 within 12 years of service, or who fail the rating examination.

(6) E-6 personnel who:

(a) Are not selected for Chief Petty Officer after being selection board eligible for 3 consecutive cycles.

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(b) Have not achieved a "selection board eligible" score.

(c) Have failed the advancement examination.

(7) Chief and Senior Chief Petty Officers who have failed to be selected.

(8) All personnel within 24 months of reaching High Year Tenure (HYT) limits or any personnel requesting a HYT waiver.

c. Personnel desiring to apply for any of the following:

(1) Reenlistment benefit programs listed in reference (f) such as STAR and SCORE, or any type of bonus.

(2) Rating conversion requests based on reference (g).

(3) Any special program listed in Chapters 9 through 12 of reference (h).

(4) "A" school per Chapter 7 of reference (h).

(5) To retake the Armed Forces Vocational Aptitude Battery (ASVAB).

(6) TAR recall through Chapter 22 of reference (h).

(7) All commissioning programs. Note: an officer from the community the member desires to apply for must sit on the board in these cases.

d. Personnel who have enlisted under a program which requires conditions to be met before a paygrade or rating can be made permanent (such as APG, or RESCORE) listed in reference (i).

e. Personnel who do not fall into any of the above categories but who, in the opinion of a Chief Petty Officer or above, need career development counseling.

9. Reports. No external reports of PDB activity are required. PDB minutes and individual recommendations should be kept for three years or until the member transfers, whichever is longer.

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10. Implementation. Commands are strongly encouraged to adopt this instruction locally vice establishing a local PDB instruction.


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